



Sanjeev.Nair

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OBJECTIVE

Working in an environment that challenges me to continue learning and at the same time is able to help & learn as much as I can from my peers. To create a work space that is continual growth with opportunities for advancements.

PROFESSIONALOVERVIEW

- A dynamic professional having morethan13years of total experience which includes 11years of **International** work experience.
- Deft in carrying out internal administration activities.
- Strong communication skills, analytical ability, and capability toper form under stress &strenuous conditions.
- Enthusiastic, always striving to work hard and achieve the target.
- Positive attitude combined with self-confidence.
- Ability to adapt to new situations ensuring a high level of end-user satisfaction.
- Excellent team works kills with leadership qualities.

EMPLOYMENTHISTORY

Current Employer

Ogaan Laminates Pvt Ltd

Position: Warehouse Manager

01 Dec 2023 to Till Now

Job profile:

- .Planning of dispatch as per schedule given by Marketing.
- .Daily stock updated of delivered material for supplier
- .Arrange vehicle for dispatch
- .Loading of material
- . Maintain minimum balance stock Inventory
- . Responding to customer inquiries and referring clients to the proper channels
- . Prepare Bills & Invoice

United Composheets PVT LTD

26 June 2023 - 07 Nov 2023

Position: Sr Executive of Dispatch

Job profile:

- .Planning of dispatch as per schedule given by Marketing.
- .Daily stock updated of received material from supplier
- .Arrange vehicle for dispatch
- .Loading of material
- .Prepare Stickers for material bins
- .Prepare material Bills of Dispatch and given to accounts for final Invoice.

LEADERGATE L.L.C

April16– May 2022

Company Profile:

LEADERGRATELLC was established in Dubai in 2007,as a trading company dealing with fiberglass products such as grating ,and sectional water tanks.In2012,the company start edits manufacturing facility in Sharjah under a new license Al Mustaqbal Fiberglass industry ,located in the Emirates industrial area .The Company manufactures GRP cylindrical tanks ,and GRP molded tanks for various applications such as aquaculture projects , and water, and waste water treatment projects.

POSITIONHELD-:StoreIn-charge/LogisticsCoordinator

Job Profile:

- Responsible for undertaking comprehensive admin strategies related to store (both internal and external) **ensuring the smooth functioning of the work.**
- **To assist in and be part of the team.**

Providing value-added suggestions to juniors.

- To check the quality and quantity of received materials as per contract requirements.
- Inspects, sorts, and stores items in prescribed storage facilities or yard sites for issues when needed.
- From Time to time physical Checking and ensuring all the materials are kept properly and safely in the stockyard.
- Prepare stock Inventory.
- Ensure material RFI before using.
- Make a Proper balance between demand and supply.
- Verify materials received against purchase orders ,by counting or weighing the article&
- Inspecting to comply with specifications.
- Responsible for all items for security in storage areas.

- Issue daily and weekly reports to Material Engineer/Project Manager.
 - Issue material in tends to Material Engineer /Project Manager.
 - Monthly & Weekly consumption Reports to Material Engineer/Project Manager.
 - May perform minor repair or maintenance work on assigned equipment and properties.
 - Keep proper Stock scraps, or returns to stock, salvaged materials, waste material, etc.
 - Good relation tactfully communicates with the foreman, Site Engr, etc.
 - Production entry, preparing the bills of materials and dealing with inter-organization material transfers.
- . Coordination transportation providers to ensure prompt and proper movement of the shipment
 - . Responding to customer inquiries and referring clients to the proper channels
 - . Tracking and fixing shipping errors
 - . Preparing bills and invoice
 - . Ensure that the quality of all services provided meets the required standards

Previous Employer

Terrazzo Dubai Co .L.L.C

December'10 –Feb16

Company Profile:

Terrazzo Limited, having an extensive experience of more than 35 years in the manufacturing niche, is currently the largest producer of Terrazzo tiles and related products in the Middle East. Terrazzo manufactures pre-cast and other concrete products, glass reinforced plastic products, glass reinforced concrete, and prefabricated construction and facilities. Our core areas of expertise also encompass the entire dimensions of marble and granite processing.

POSITIONHELD-: Store In-charge

Employer- Airtel (DSA) Designation-
Store In charge **Duration- (8months)**

Past Employer- Hindustan Petroleum (DSA)
Designation- Store In charge
Duration- (1 year)

Involved in multifunctional tasks, which can be fragmented into in-store, purchase, Dispatch, and sales-related activities

EDUCATION

- BA from CCS University in 2007
- Senior Secondary from UP board in 2004
- Higher Secondary from CBSE Board 2000

TECHNICALSKILLS

- Tally
- Diploma in basic computer application
- DESKTOPFLAVORS/OPERATING SYSTEMS:ORACLE,PACT,ZOHOBBooks,Windows98,Windows 2000Professional and Windows XP Home/Professional
- MS-Off

PERSONAL DETAILS

Date of Birth: 07 Aug1982
Marital Status: Married
Nationality: Indian
Permanent address: L-469, sector-23, Sanjay Nagar, Ghaziabad.

(Sanjeev.Nair)